

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF SEPTEMBER 24, 2001

Meeting Held in Provincetown Police Station

Members Present: James Cole (Chair), Marcia Fair (Vice-Chair), Arthur Pike, Maghi Geary (Secretary) , Anita Berman.

Members Absent: None

Others Present: Debra DeJonker-Berry (Library Director), Rachel Crosby (Recording Secretary)

Call to Order: Chair James Cole called the Meeting to order at 5:31 P.M..

1. **Public Statements** – None

2. **Minutes**

August 22, 2001 – *Arthur Pike moved to approve as revised, Maghi Geary seconded and it was so voted, 5-0.*

3. **Director's Report** – Topics discussed included:

- a. **Senior Aide** – Mary Smith will be working 20 hours per week
- b. **Children's Programs** – Debra DeJonker-Berry expressed gratitude to St. Mary's of the Harbor Church for hosting these programs. By consensus, the Trustees agreed to write a letter of thanks to St. Mary's.
- c. **MCC Operational Support Grant** – Mrs. DeJonker-Berry reported the Library will be receiving another year of funding from this grant.
- d. **Hedges and grounds** – DPW trimmed the hedges at the Center Street building. The Library grounds have been looking quite beautiful and consistently clean.
- e. **Façade repairs** - The Town has requested bids for the façade repairs at Center Street. Apparently there have already been eight requests for the RFP packets.
- f. **Book Sales** – have totaled over \$6,000 this year.
- g. **Circulation Statistics** – There were over 5,000 requests recorded in August. There have been four record months this year.

4. **Chairman's Report** –

- a. **Space crisis** – Jim Cole reported that the space problem has reached critical proportions, with the stacks of materials growing toward the ceilings. Some items are being stored at the Center Street Building. The Trustees discussed various other storage options, including accessible storage in the basement of Town Hall. Debra DeJonker-Berry will discuss this option with Town Clerk Stephan Nofield and report back.
- b. **Update on meeting with Board of Selectmen** – Jim Cole reported that the meeting went well in that the Board of Selectmen unanimously voted that a second estimate on the cost of relocating the Library was not necessary. The Board of Selectmen are also aware of the need to address possible zoning, septic and water usage issues relative to the relocation.
- c. **Library Reorganization Plan Update** – Debra DeJonker-Berry suggested that the increased circulation statistics and need for additional storage be included in an update memo to Mr. Bergman on the reorganization.
- d. **Library grounds** – By consensus, the Trustees agreed to send a letter of thanks to Peebo Bohannon for working on the Library grounds.
- e. **Supporters Annual Meeting** – Robin Reid and Stefan Nofield have retained their positions as President and Treasurer, respectively, and Sandra Fay is the new Clerk. The Supporters will be slowing down their activities somewhat to give them some time to regroup. They are seeking new members.
- f. **Crane Library Visit** – Arthur Pike and Jim Cole will be visiting this library in Quincy.

5. Capital Campaign Steering Committee –

- a. **Gift Report** – Marcia Fair reported that this fund now totals \$86,610.
- b. **Night of the Stars, September 8, 2001** – this event added \$500 to the Gift & Grant Fund, though in the future it could be scheduled earlier in the year.
- c. **Credit cards** – pledges can now be made via credit cards.
- d. **Fall Campaign Update** – this two-sided handout is now available at the Library.
- e. **Solicitation Letters to Businesses** – letters requesting donations of \$10,000 are being sent to various companies that serve Provincetown, but are not necessarily based here. Those firms that make donations will receive a choice of one of several books signed by local authors.
- f. **Center Street Building Tours** – have been held regularly.
- g. **Foundation** – the Library will be applying to the Kresge Foundation for one of their “bricks and mortar” grants. The Library will also be approaching the Sheehan Foundation for funds. Celine Gandolfo will provide a letter of recommendation.
- h. **Community Foundation of Cape Cod** - Arthur Pike presented and discussed two draft forms which will define the “Donor Advised Short-Term Fund Agreement” with the Community Foundation.
- i. **Other** –
 - None.

6. Planning Committee –

- a. **Long-Range Plan** – the Plan along with a cover letter is on the way to the Massachusetts Board of Library Commissioners. Copies of the Plan are available at the Library.

7. Other Business and Correspondence

- ◆ The next meeting date was tentatively set for Monday, October 29, 2001 at 5:30 P.M. at the Provincetown Police Station.
- ◆ Debra DeJonker-Berry reported that she had received a call from Kate Millett who wanted to do a reading this weekend. After initially agreeing to arrange the reading, Debra DeJonker-Berry consulted with community members, including Marcia Fair, and decided that such an event was not advisable nor feasible on such short notice. Debra DeJonker-Berry suggested that she would like the Trustees to develop a Programming Policy to detail procedures for handling such requests. Debra will prepare a list of related issues and will report back to the Trustees. The Trustees discussed various possible locations to hold such Adult Programming. In response to a question from Marcia Fair, Debra DeJonker-Berry said that she knew of no central repository for Library policies, but that she will contact the Massachusetts Board of Library Commissioners for advice and possible policy templates.

Adjournment

Marcia Fair moved to adjourn at 6:40 P.M. and it was so voted unanimously.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on _____, 200__

Respectfully Submitted:

Library Board of Library Trustees Signature

Title

Rachel Crosby

Rachel T. Crosby, On-call secretary